



SOLICITATION NUMBER: 72027822R10007

ISSUANCE DATE: March 06, 2022

CLOSING DATE/TIME: March 20, 2022
11:59 p.m. Amman local time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia
Rogers

Cynthia B. Rogers
Contracting Officer

Digitally signed by Cynthia
Rogers
Date: 2022.02.28 13:17:24
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I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027822R10007
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** March 06, 2022
- 4. CLOSING DATE/TIME:** March 20, 2022 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Specialist
Economic Development and Energy Office
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its Duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years.
- 7. MARKET VALUE (SALARY PER ANNUM):** **JOD 29,426–JOD 48,549 Equivalent to Grade FSN-11.**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES

USAID/Jordan has an immediate vacancy for a Project Management Specialist at the Economic Development and Energy (EDE) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The incumbent reports to the Deputy Director in the Office of Economic Development and Energy (EDE), s/he serves as a Project Management Specialist and will oversee economic development programs under the Development Objective (DO) to Accelerate Broad-based and Inclusive Economic Growth. The incumbent will directly manage activities under the Intermediate Result (IR) valued at up to \$60 Million. The incumbent will be a lead technical professional in women's economic empowerment and workforce development. S/he will routinely represent the United States Government (USG) at high level functions and provides policy advice and recommendations to government officials that are consistent with USG foreign policy and assistance priorities.

Major Duties and Responsibilities:

Project Management:

The incumbent will manage a portfolio of EDE activities that will have a life of project value of approximately \$60 million and aim to increase and promote private sector competitiveness through addressing prohibitive social norms and traditions in the workplace and enhancing the workforce-enabling environment. The incumbent serves as a technical advisor across the USAID mission on women's economic empowerment and labor productivity in Jordan. The incumbent works in close coordination with the Government of Jordan (GOJ), donors, other USG partners, non-governmental organizations (NGOs), and other stakeholders to accomplish USG goals and objectives in the above-described technical areas. S/he represents the USG at high level functions related to their areas of technical expertise.

The incumbent is responsible for reviewing, analyzing and approving proposals; inspecting and reporting on USAID projects financed by the Office of Economic Development and Energy; conducting periodic field inspection trips to monitor contractor and grantee adherence to contract and grant terms, progress of projects, quality of work, and source and origin of equipment on site; meeting with contractor, grantee, and owner representatives to discuss and resolve issues; explaining USAID regulations and requirements to implementing partners; and providing technical advice to contractors, grantees and clients including advice on Jordanian laws and regulations.

The incumbent reviews periodic reports submitted by contractors and grantees on all assigned projects and comments on completeness, accuracy, problems, and recommendations. S/he also reviews periodic billings for reasonableness and advises appropriate USAID offices regarding certification of these billings

The incumbent will contribute to the completion of required monitoring and evaluation efforts relevant to EDE. This includes design and monitoring of performance monitoring plans; completion of data quality assessments and portfolio reviews; and the provision of information needed to complete relevant sections of annual agency performance plans and reports; and supervision and implementation of internal evaluations or mid-term project/program reviews.

Professional Liaison:

The incumbent develops and maintains a broad range of contacts, including Ministers, Commissioners, Secretary Generals, Directors of NGOs, Chambers of Commerce, business associations, corporate leaders, other donor agencies and other economic departments of the US Embassy as needed. The incumbent uses these contacts to assure regular communication on policy and project management issues. These contacts will also be used to promote USAID development strategy and obtain information about existing or planned policies and/or projects relevant to USAID's development program.

The incumbent will represent USAID/Jordan at donor coordination meetings relevant to EDE's portfolio. In this capacity, s/he contributes to the development and review of joint strategies, group discussions about best practices, and planning and coordination in support of sector development.

The incumbent is expected to respond flexibly and capably to a wide range of work-related requirements. This includes, but is not limited to, responding to Congressional inquiries, Washington policy and operational requests, supporting VIP visits and carrying out ad-hoc assignments as dictated by unforeseen operational requirements at the discretion of USAID/Jordan Senior Management.

Project/Program Development:

The incumbent will provide high quality leadership and guidance in each of the technical areas defined above and will lead efforts to design and implement high quality projects to increase economic growth in Jordan. The incumbent will be responsible for designing a range of economic development programs that include increasing competitiveness of the private sector, increasing female labor participation, development of private sector enterprises and innovative workforce development investments. In designing programs, s/he coordinates and consults with Ministers, Secretary Generals, Chairmen, Board Members, Directors of NGOs, senior and mid-level government officials, and private sector leaders to ascertain host government and private sector priorities and objectives.

The incumbent identifies issues and sectorial constraints, which may affect the design or development of USAID projects. S/he oversees project design efforts; prepares concept papers, budgets, project approval documents, scopes of work, and other procurement-related documentation; leads or participates on technical evaluation committees; and provides written recommendations regarding contractor selection. S/he works with the contractor to develop and approve work plans, process modifications, waivers, and their paperwork to ensure smooth start-up and day-to-day functioning. The incumbent also maintains a keen eye on cross-cutting themes such as gender, financing opportunities, and sectoral evaluations and assessments when developing new projects.

Supervisory Relationship

The incumbent reports to the Deputy Office Director of the Economic Development and Energy Office or his/her designee.

Supervisory Controls

This is a non-supervisory position.

Other significant Factors

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances and be eligible to complete a 12-month contract. This process takes, on average, up to nine months. The selected applicant must be able to begin working within a reasonable period (60 days).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

- a. Education:** A bachelor's degree in the areas including: Business Administration, Economics, Finance, Public Administration, International Development, Engineering or International

Relations is required. **Supporting documentation (i.e. copy of bachelor's degree must be included in the application for eligibility purposes).**

- b. Prior Work Experience:** A least five years of demonstrated progressively responsible experience in an economic sector and/or similar environment and in collecting, analyzing, and presenting economic development solutions. S/he must have at least 3 years of demonstrated professional experience in managing large economic development projects. Must have at least two years demonstrated experience in increasing women's access to waged employment and leadership opportunities in the private sector.
- c. Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last five years; or else, candidates will be tested again.
- d. Skills and abilities:** S/he must have demonstrated ability to establish and maintain an extensive range of contacts with GOJ officials, counterpart implementing agencies, other USG interest offices, and related private-sector organizations, to include non-governmental organizations. S/he must have a demonstrated ability to obtain, organize, analyze, evaluate, and present information and to organize and draft clear and concise factual and analytical reports, and the demonstrated ability to interpret and communicate Jordanian priorities and concerns to senior USAID and USG officials. S/he must have demonstrated computer skills in specialized software including Windows and the Microsoft Office Suite. S/he must have demonstrated strong management and interpersonal skills including mentoring and coaching, the ability to manage change, resolve team conflicts, build team consensus, and energize teams with a goal-oriented approach and be able to diplomatically handle sensitive personnel issues.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience: 40%
- b. Language Proficiency: 20%
- c. Skills and abilities: 40%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number. *
- b. Copy of the Jordanian National ID and/or Jordanian Passport. *
- c. Copies of educational certification for eligibility purposes (English or Arabic). *
- d. Per Government of Jordan - Defense Order number 35, COVID-19 Vaccination Proof. *
- e. Filled and signed Universal Application for Employment (DS-0174).

***Failure to submit items a through e will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

VII. Taxes

Based on Department of State policies and regulations, the U.S. Mission cannot either withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov